

OFFICE SYMBOL (MARKS NUMBER)

DATE

MEMORANDUM THRU Commander, Unit Name, Fort Richardson, Alaska 99505-XXXX

FOR Criminal Investigation Detachment, ATTN: CIRFA-RFR, Fort Richardson,  
Alaska 99505-7200

SUBJECT: Criminal Investigation Division (CID) Background Check

1. Request a CID background check on the following soldier IAW Army Center for Substance Abuse Program Standard Operating Procedure for Installation/Community Area Support Group Collection, Handling, and Shipping of Urine Samples, 1 Oct 02. This soldier is scheduled to attend the Unit Prevention Leader (UPL) Training and Certification Class.

**NAME:**

**RANK:**

**SSN:**

**DOB:**

**POB:**

**DEROS:**

**ALIAS:** (if any)

2. POC is SGT Contact, Training Office at 384-XXXX.

SIGNATURE BLOCK

XXXXXXX, XX

XXXXXX, XXXXXXXXXXXXX

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